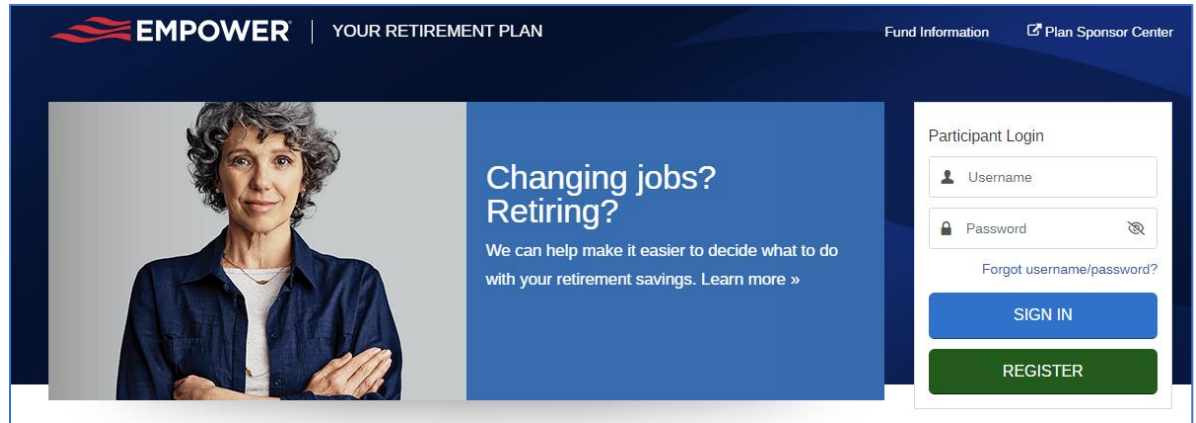


## How to Register to Empower

1. Resister and then log into [Empower Retirement](#) to update beneficiaries, specify your investment allocation, and update contributions (you have a choice of pre-tax or after-tax Roth)
  - a. To register, click the green **Register** button

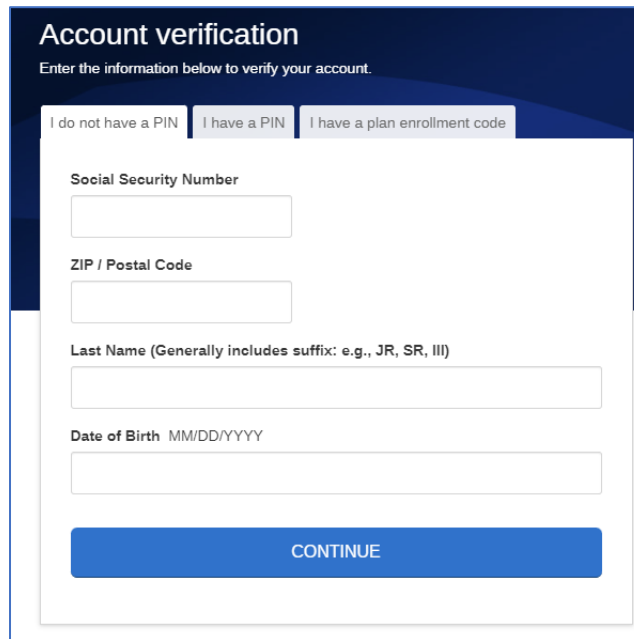
i.



The image shows the Empower Retirement website landing page. At the top, there is a navigation bar with the Empower logo, the text "YOUR RETIREMENT PLAN", and links for "Fund Information" and "Plan Sponsor Center". The main content area features a large image of a woman on the left and a blue box on the right with the text "Changing jobs? Retiring? We can help make it easier to decide what to do with your retirement savings. Learn more »". On the right side of the page, there is a "Participant Login" section with input fields for "Username" and "Password", a "Forgot username/password?" link, and two buttons: "SIGN IN" (blue) and "REGISTER" (green).

- b. In the “I do not have a PIN” section enter your personal details, then click **Continue**

i.



The image shows the "Account verification" form. At the top, it says "Account verification" and "Enter the information below to verify your account." Below this are three tabs: "I do not have a PIN" (selected), "I have a PIN", and "I have a plan enrollment code". The form contains the following fields:

- Social Security Number
- ZIP / Postal Code
- Last Name (Generally includes suffix: e.g., JR, SR, III)
- Date of Birth MM/DD/YYYY

At the bottom of the form is a blue button labeled "CONTINUE".

## Empower Homepage Overview

The screenshot shows the Empower homepage with four navigation menus at the top: Overview, Account, Investing, and Planning. Callouts point to specific items in these menus:

- Overview:** Home, Net worth, All transactions.
- Account:** Overview, Balance, Rate of return, Statements and documents, **Contributions**, **Investments**, Loans, Withdrawals.
- Investing:** Holdings, Balances, Performance, Allocation, US Sectors, Open a new account.
- Planning:** Enroll in My Total Retirement, Online Advice, Investment checkup, Investing help, Retirement planner, Savings planner, My financial path, Student Debt Solution.

On the main dashboard, the 'I want to...' section includes: View statements and documents, View/edit beneficiary information, Enroll in My Total Retirement, View/manage investments, View transaction history, Take a loan, **Learn about consolidating accounts**, Open a new account, LESS... The 'Participant Experience FAQ' link is also highlighted in the bottom right corner.

Click the **Account** drop-down box to find the **Contributions** and **Investments** links, where you will be able to update your deferrals and investment allocations, respectively.

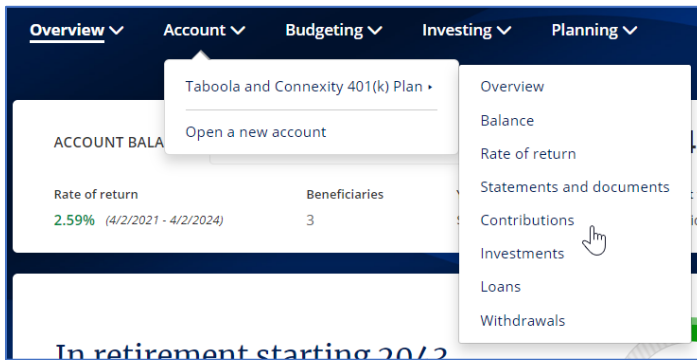
Review the **I want to...** section for various help topics including **ROLLOVERS**.

Click the **Participant Experience FAQ** link for a wealth of informational resources!

- See the next page for steps on **Adding or Changing Contributions**

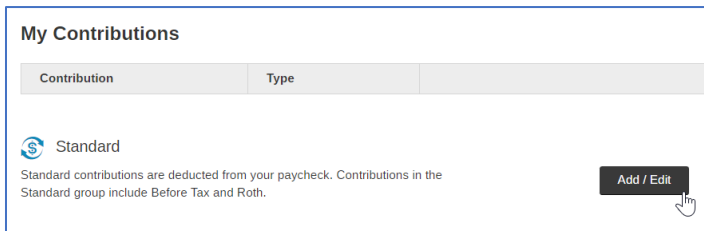
## Adding or Changing Contributions

1. Log into Empower: <https://plan.retirementpartner.com/> and click **Account** > **Taboola and Connexity 401(k) Plan** > **Contributions**



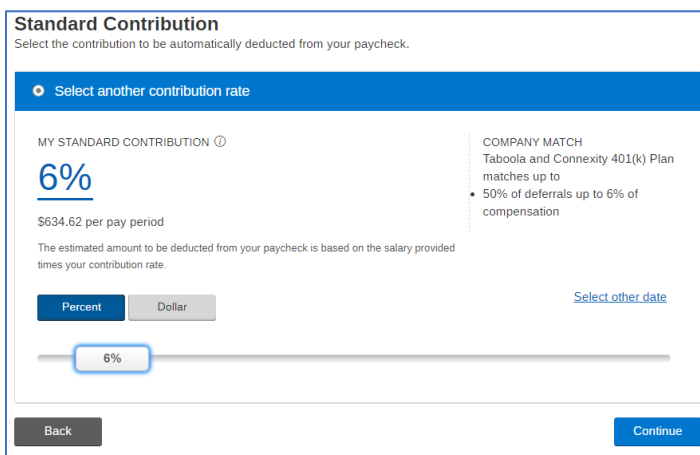
a.

2. Click **Add/Edit** button



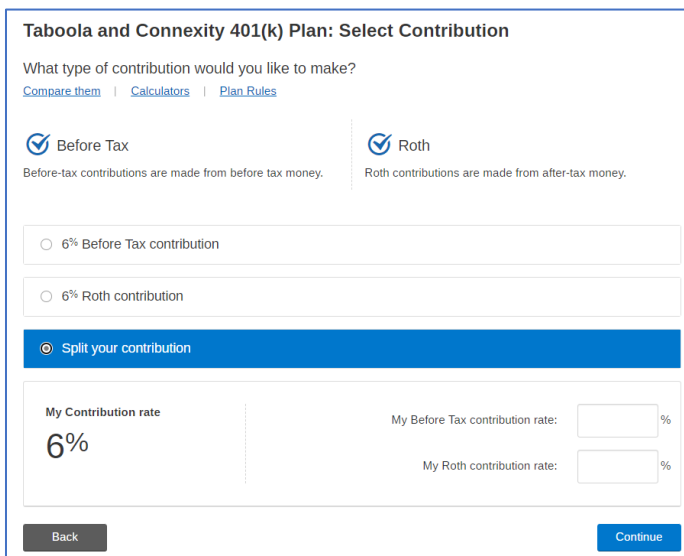
a.

3. Click either **Percent** or **Dollar** and then enter an amount > Click **Continue**



a.

4. Choose either Before Tax contribution, Roth contribution, or Split your contribution > Click **Continue**




a.

5. Click **Confirm & Continue** to finalize OR click **Add/Edit** to add another contribution amount

**My Contributions**

Contribution	Type		
6%	Before Tax	<a href="#">Add Auto Increase</a>	<input type="button" value="Edit"/>

By clicking the "Confirm & Continue" button, you authorize payroll deductions as indicated above.

 **Standard**

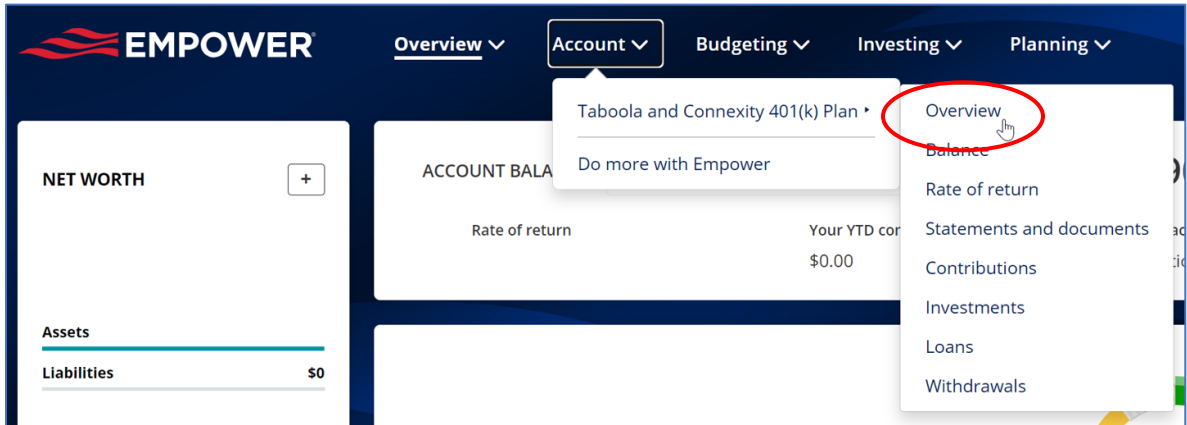
Standard contributions are deducted from your paycheck. Contributions in the Standard group include Before Tax and Roth.

a.

- **See the next page for steps on Finding Plan Forms**

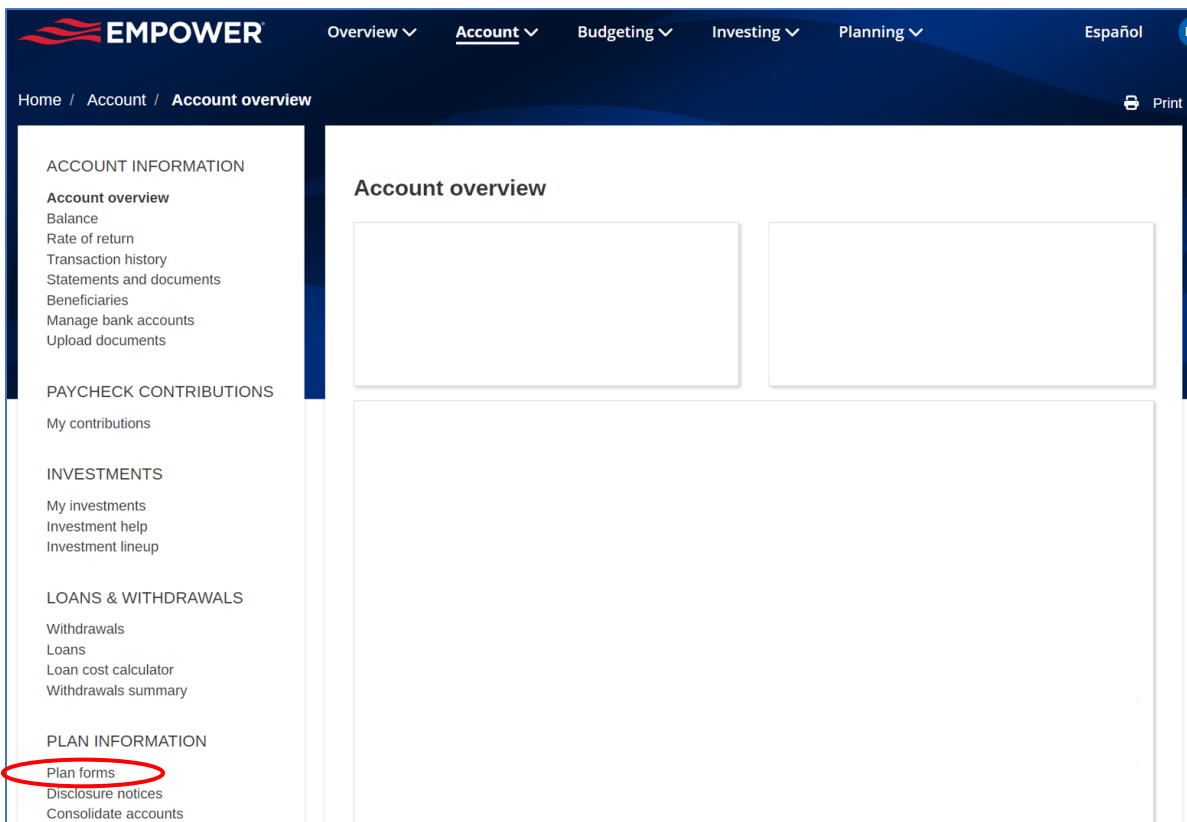
## Finding Plan Forms

- 1) Log into your account at [Empower](#) (link) and click **Account > Overview**



a.

- 2) On the left-hand side, you will see a number of options. Click **Plan forms** to access a variety of plan-related forms including the Incoming Rollover form, Beneficiary Designation form, etc.



a.